



STATE OF NEVADA
COMMISSION ON ETHICS

INSTRUCTIONS
for
REQUEST FOR OPINION
(Ethics Complaint)
NRS 281.511(2)

TO COMPLETE THE ETHICS COMPLAINT (REQUEST FOR OPINION) FORM:

- Answer all questions completely
- Identify the specific statutory provisions believed to be violated
- Attach additional pages if necessary
- Sign the form and keep a copy for your records

IT IS MANDATORY THAT YOU ATTACH ALL NECESSARY DOCUMENTS AND SUBMIT ALL RELATED EVIDENCE ON WHICH YOU RELY TO SUPPORT YOUR ALLEGATIONS. See, NRS 281.511(2)(b)(1).

PROCESS

Pursuant to NRS 281.511, Subsections 3, 4, 6, and 7:

1. The Executive Director:
 - Consults with Commission Counsel to determine jurisdiction.
 - Gathers information and investigates the facts and circumstances related to the request for an opinion (ethics complaint) to determine whether there is just and sufficient cause for the Commission to render an opinion in this matter.
 - Makes a written report and recommendation to a two-member Commission Panel regarding the just and sufficient cause determination.
2. The two-member Commission Panel:
 - Makes the final determination regarding whether just and sufficient cause exists for the Commission to hear and render an opinion in the matter. In making that determination, the panel considers:
 - The Executive Director's report and recommendation
 - The Ethics Complaint and all supporting documentation
 - The subject's response and all supporting documentation
3. If the panel determines that just and sufficient cause exists, the Commission:
 - Hears the matter.
 - Renders an opinion as to the alleged violation.
 - Determines whether to impose a civil penalty if a willful violation is found.